

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 29, 2016  
**CC:** All Departments



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**Town Administrator:** This past week once again challenged our Highway Department with a variety of weather from freezing temperatures to heavy rain and once again they met the challenge with good success doing all they could to keep the roads safe. Thank you to all for your efforts! Unfortunately one of our Highway workers, Pete Beede, Sr. received minor injuries when one of the big trucks slid off the road and on to its side. We all wish Pete a speedy recovery and return to work soon. The 2015 annual Town Report was delivered to Town Hall Friday morning and is available for distribution. The Select Board's proposed community center team finalized a question and answer information sheet for folks who may have questions about the proposed project being considered at town meeting. Copies are available at Town Hall, the Library and the Recreation Department as well as on the Town's website. On Monday this week the new Town Planner Search Committee will meet to review and discuss the resumes that have been received to date and schedule interviews with qualified candidates. On Tuesday the March Department Head meeting will be held at 8:30 a.m. instead of 9 a.m. in the "south wing conference room" in Town Hall. At 10 a.m. and again at 1 p.m. InterLocal Trust will conduct an information session on health care consumerism in the Town Hall meeting room. Hopefully all staff will attend one of these important session. The Select Board will hold the first of two informal open houses on the proposed community center Thursday from 4:30 to 6:30 pm. A second open house will be held on Saturday from 10 a.m. to noon. Both sessions are at the Town Hall. Finally, the Select Board will meet on Thursday for a regular meeting starting at 7 p.m. Have a great week everyone!

**Finance:** Nothing to report this week.

**Assessor:** The Town Administrator and I will be meeting with the Vision Project Manager and the DRA representative on March 2nd to discuss the 2016 Statistical Update Project. Topics will include the timeline to completion, support staff, interior inspection dates, informal hearing dates and sales inspection dates. Vision Government Solutions is continuing the measure and list project for 2016 and also to verify properties throughout Town that have had building permits since April 1, 2015. They will attempt an interior list (review of interior features) if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** It was another week of rollercoaster temperatures, ranging from 8° to 56°, with snow followed by rain and windy periods. The week began with the crews sanding some dirt roads on Monday. Salt and sand deliveries were received for mixing to replenish the stockpile. On Tuesday plows were put back on the trucks in preparation for the snow and rain

forecast. Wednesday around 2 am snow began with a ½” by 4 am, and crews were out to plow and treat paved roads. By 6:30 am it changed to rain causing some freezing on the already ice covered gravel roadways. Thursday was the roughest day with Town and private crews heading out around 4 am to sand gravel roads as they were all “ice to dirt” to “ice” conditions. On Thursday morning at about 8 am equipment operator Peter Beede, Sr.’s dump truck slid sideways off the private road section of Wentworth Shores Road while he was sanding. The truck rolled onto its side, which entrapped EO Beede requiring MFR crews to cut the windshield cab frame and remove the windshield to extract him. He was transported and treated at LRGH and released a few hours later, thankfully with no reported serious injuries. The truck suffered minor damages from being tipped onto its side, but the cab suffered damage during the extrication. Tree cutting took place around Town and included Far Echo intersection, Old 109 intersection and Shaker Jerry. A small washout on Avon Shores was repaired that was caused by heavy rain and frozen ground washing sticks and leaves that clogged a culvert. With the heavy rain and rising temperatures the crews spread gravel on Avon Shores and Glidden Road to temporarily fix the potholes and washouts. High water signs were posted on Shaker Jerry to warn drivers that water was over the road, resulting in a single lane until the water receded. Culverts in this area were checked for blockages but none were found. Foreman Wakefield was called out on Saturday for icy spots. Agent Kinmond reviewed AP for submission, and reviewed a memo from the TA to the BOS regarding the DPW Director’s Job Description for future appointment. Agent Kinmond was in contact with staff and the TA regarding the dump truck accident, and did a follow up check on EO Beede, and viewed the truck’s damage(s). This puts the department down 2 trucks, 1 of which handles a regular route. If a weather event occurs it may cause for some route delays. Agent Kinmond also reviewed intersection work and reported to the Engineer that they were ready for the utility crews to start work. Agent Kinmond was in contact with NHDOT regarding seasonal weight limit road posting for Moultonboro Neck Road. The DOT will post on Wednesday, March 2nd, and the Town will as well. A notice was sent to Town Hall for News & Announcements and Red Banner for the seasonal weight limit posting of 6 tons effective 3/2/16.

**Facility & Grounds Division:** The crew continued the ongoing project of cleaning and reorganizing the back room at Town Hall, conducted building checks, collected trash and recycling and checked aquatherms. The facilities and equipment fire extinguishers were all checked and recharged with the edition of an extinguisher at the ice rink and new Highway breakroom. The crew picked up and returned the ice skate trainers to the Recreation Department. Vents were repaired at the ball shed. A plumbing leak was repaired at Town Hall. The big bay door at the PD was reported as not working and Bay 1 cell door was not working. TL Kepple repaired the cell door and called in the overhead door vendor, and the remotes and the relay were changed out. The crew checked on a heating issue reported at the PD and found the thermostat was set to low. Chairs were added to the old VNA office as it is now used as a conference room.

**WMF Division:** This week we had the facility’s fire extinguishers serviced for the year. We shipped 1 MSW, 1 C&D, and a 30 yard container of scrap metal.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 358 log entries, which included the following calls for service, 29 motor vehicle stops, 9 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 4 complaints, 8 MV Accidents, 6 MV Complaints, 3 residential alarms, 2 commercial alarms and 2 K-9 complaints.

Training: Feb. 22<sup>nd</sup> – Feb. 26<sup>th</sup>, Off Pare attended the Police Academy. Feb. 22<sup>nd</sup> and Feb. 26<sup>th</sup>, Off Bagan trained at the Police Academy.

**Moultonborough Fire Department:** Year to date there has been 115 calls for emergency service. For the period of 2/19/16 to 2/25/16 there were 17 calls for service: (10) Medical Emergencies, (1) Excessive Heat Call, (1) Vehicle Extrication, (2) Motor Vehicle Accidents, (1) Unauthorized Burning Call and (2) Good Intent Calls. Moultonborough Fire Rescue received assistance on five automatic aid calls from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:43 minutes

Overall Average Manpower per incident: 6 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:41 min.

Overall Average Day Time Manpower per incident: 7 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 17:12 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Operations: 2 /19, the Department responded to an unknown type of fire as seen from Castle Shores Road. Firefighters and Police found a large pile of illegal materials being burned on property on Shaker Jerry Road. The incident was referred to NH DES Air Resources Division for investigation. Three motor vehicle accidents required responses by the Fire Department; two were minor and one required use of extrication tools to remove the patient. Department members participated in self-contained breathing apparatus (SCBA) training on 2/22 and a place of assembly inspection was conducted at the Lions Club.

Open Burning and Fire Permits: With the snow cover rapidly disappearing, residents are reminded that in order to burn without a fire permit, there must be snow cover extending out 100-feet in every direction around the base of the fire. If you do not have sufficient snow cover on the ground around the brush pile you wish to burn, you must obtain a fire permit. Fire permits can be obtained at the Public Safety Building, Chick-a-dee Station and on-line at [www.nhfirepermit.com](http://www.nhfirepermit.com).

### **Office of Development Services Planning:**

Town Planner: The Planning Board will be continuing their discussion of the draft land use chapter of the master plan at a workshop session to be held on Tuesday, March 16<sup>th</sup> at 6 p.m. in Town Hall. Everyone is invited to participate. The Planner is progressing on the transportation chapter. The Planner and the Planning Board are working on several draft zoning changes to send to the legislative body next year. The Board will continue to review and revise the draft Village Plan Alternative Subdivision Overlay District ordinance and Accessory Dwelling Unit ordinance at their March 9 workshop, and continue with their work on mixed use overlay district, infill and affordable housing ordinances over the next five months during their regular meeting schedule. The goal is to have these changes ready for 2017 Town Meeting. The Board also approved a change to their Site Plan Review Regulations after a February 24<sup>th</sup> public hearing on revising the existing design standards section from a suggestion to a waivable for cause requirement which gives the Planner and the Board more effective tools to ensure that new development is compatible with the Town's character.

Code & Health: Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation Department:** On February 22, Dan and Ashley welcomed into the world a healthy baby girl. Kennedy Grace is Dan and Ashley's first child. Congratulations! Last week, our two Carroll County Basketball teams competed in the annual CC Tournament. The boys were eliminated after the second round of competition, after facing two tough teams from Conway and Bartlett. The girls after losing in the first round to Fryeburg, came through the loser's bracket to compete in the semifinal round, losing to a strong Fryeburg team again. The Moultonborough team placed third overall. Information for T/ball and Softball will be distributed through MCS this week. On March 10, MRD will offer an Early Release Activity for grades 3-6 after school until 3:15 p.m. Participants are required to preregister for the program.

**Important Dates to Remember**

**InterLocal Health Care Consumerism, Town Hall, Mar. 1, 2016, 10 AM & 1 PM**  
**Community Center Information Open House, Town Hall, Mar. 3, 2016, 4:30-6:30 PM**  
**Board of Selectmen's Meeting, March 3, 2016, 7 PM**  
**Community Center Information Open House, Town Hall, Mar. 5, 2016, 10:00-Noon**  
**Election Day, Public Safety Building, March 8, 2016 7 AM – 7 PM**  
**Board of Selectmen's Meeting, March 10, 2016, 7 PM**  
**Annual School & Town Meeting, Moultonborough Academy, March 12, 2016, 9 AM**  
**Board of Selectmen's Meeting, March 17, 2016, 7 PM**  
**Board of Selectmen's Work Session, March 24, 2016, 4 PM**  
**\*Staff Meeting, West Wing Conference Room, Tuesday – March 1, 2016, 8:30 AM\***